

Ethics

Ginny Looney, Ethics Officer

Board of Ethics

The Board of Ethics is an independent city agency that works to ensure honesty, openness, and integrity in city government through enforcing the city's ethical standards of conduct. The Board is responsible for bringing the City into compliance with the Code of Ethics and instilling a culture of ethics within city government.

Ethics Code

The Code of Ethics is a conflict-of-interest law that covers the following subjects:

- Gifts and gratuities
- Solicitations
- Use of city property
- Participation in contracts
- Outside employments and extra jobs
- Doing business with the City
- Representing private interests
- Confidential information
- Financial disclosure
- Post-employment (one-year cooling off period)

Board Members

The Board of Ethics is composed of seven volunteers appointed by citizen organizations to serve a three-year term of office. Members undergo a background check in lieu of a confirmation process. While serving on the board, members are prohibited from making campaign contributions to candidates in city elections or engaging in city election activities. The following persons currently serve on the Board:

Member	Appointing Authority	Term of Office
John Lewis, Jr., Chair	Gate City Bar Association	2008-2011
MaryAnne Gaunt, Vice Chair	Atlanta-Fulton County League of Women Voters	2006-2009
Carol Snype Crawford	Atlanta Planning Advisory Board	2008-2010
Charles B. Crawford, Jr.	Metro Atlanta Chamber of Commerce	2008-2011
Cathy R. Daniels	Six Major Universities	2007-2010
Caroline Johnson Tanner	Atlanta Bar Association	2008-2011
Charmaine Ward	Atlanta Business League	2008-2011

Duties

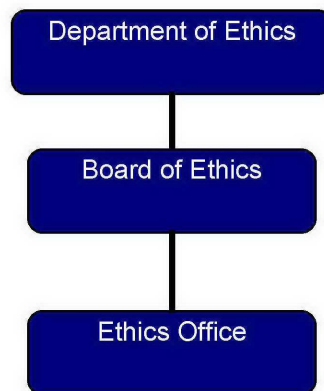
The Ethics Board and Office administer and enforce the law in the following ways:

- Educate employees and board members about the city's ethical standards
- Advise city officials and employees through ethics opinions
- Administer the financial disclosure program
- Investigate ethics complaints
- Bring enforcement actions

Ethics Officer

The Board of Ethics in March 2009 appointed Ginny Looney to a second six-year term of office, subject to confirmation by the City Council and approval by the Mayor.

Organizational Chart



FY09 Summary of Accomplishments

FY09 Accomplishments

- ❖ Four new board members appointed – Carol Snype Crawford (Atlanta Planning Advisory Board); Charles B. Crawford, Jr. (Metro Atlanta Chamber of Commerce); Charmaine Ward (Atlanta Business League); and Caroline Tanner (Atlanta Bar Association)
- ❖ Held seven board meetings, three committee meetings, and two board retreats
- ❖ Initiated city-wide ethics workshops for employees and board members and provided ethics training in 21 training sessions to 202 new employees, 152 current employees, and 82 board members and NPU officers

- ❖ Gave timely advice on the Code of Ethics in eight formal advisory opinions, two informal advisory letters, and 99 advisory emails; and responded to 61 requests for verbal advice and 75 requests for general information about ethics
- ❖ Investigated and settled three ethics cases and administratively dismissed 24 complaints for lack of jurisdiction
- ❖ Received 129 new Integrity Line calls, referred 35 calls to departments for investigation, referred 86 calls to departments for internal review, and closed 109 Integrity Line cases
- ❖ Resolved 11 financial disclosure cases involving delinquent filers, held six board hearings, issued four reprimands, and referred two cases to the Office of the Solicitor
- ❖ Collected \$8,633 in recovered gratuities and fines from settlement agreements in ethics cases and \$1,450 in fines from late filers in financial disclosure cases
- ❖ Improved timely filing rate to 92 percent and overall filing rate to 99 percent of the 1646 persons required to file the 2008 Financial Disclosure Statement
- ❖ Awarded the Transparent Diamond Award to six departments and twelve boards with exemplary financial disclosure filing records
- ❖ Held two efilings days in the Atrium, helped 151 persons file electronically, and responded to 550 other requests for assistance with filing
- ❖ Received 38 Gift to the City Reports, 14 Expense Reimbursement Reports, and 15 Conflict-of-Interest Disclosure Reports in the Electronic Filing System
- ❖ Mailed "Ethical Guidelines for Board Members" to 66 new city board members and "Ethical Guidelines for NPU Officers" to 28 new NPU officers
- ❖ Published three issues of the newsletter, *Ethics Matters*, and began city-wide distribution with the Summer 2008 issue
- ❖ Distributed 150 copies of new poster in the Integrity Matters campaign
- ❖ Participated in panel discussion on new ethics programs and led roundtable discussion of local ethics boards at annual conference of Council on Governmental Ethics Laws



FY10 Budget Highlights Department of Ethics

Section 1

Department Summary		FY08 Actual		FY09 Budget		FY10 Budget		Variance (FY09 to FY10)
Personnel	\$	-	\$	298,622	\$	278,694	\$	(19,928)
Operating	\$	-	\$	85,579	\$	61,455	\$	(24,124)
Total Budget	\$	-	\$	384,201	\$	340,149	\$	(44,052)

Section 1.a

Personnel Cost Highlights		FY08 Actual		FY09 Budget		FY10 Budget		Variance (FY09 to FY10)
Salary - Full Time	\$	-	\$	239,912	\$	240,318	\$	406
Salary - Part-Time & Temporary	\$	-	\$	-	\$	-	\$	-
Overtime	\$	-	\$	-	\$	-	\$	-
Health Benefits	\$	-	\$	22,605	\$	23,957	\$	1,352
Pension	\$	-	\$	36,105	\$	14,419	\$	(21,686)
Other Personnel	\$	-	\$	-	\$	-	\$	-
Total Personnel	\$	-	\$	298,622	\$	278,694	\$	(19,928)

Section 1.b

Operating Cost Highlights		FY08 Actual		FY09 Budget		FY10 Budget		Variance (FY09 to FY10)
Consulting & Contracted Serv.	\$	-	\$	62,700	\$	44,500	\$	(18,200)
Repair & Maintenance	\$	-	\$	500	\$	500	\$	-
Communications	\$	-	\$	1,200	\$	3,160	\$	1,960
Professional Development	\$	-	\$	3,460	\$	3,060	\$	(400)
Supplies	\$	-	\$	12,969	\$	6,810	\$	(6,159)
Utilities, Energy	\$	-	\$	-	\$	-	\$	-
Small Equipment (< \$5,000)	\$	-	\$	-	\$	-	\$	-
Capital (≥ \$5,000)	\$	-	\$	-	\$	-	\$	-
Motor Equipment	\$	-	\$	-	\$	-	\$	-
Debt Service	\$	-	\$	-	\$	-	\$	-
All Other Line Items	\$	-	\$	4,750	\$	3,425	\$	(1,325)
Total Operating	\$	-	\$	85,579	\$	61,455	\$	(24,124)

4.27.09



FY10 Budget Highlights Department of Ethics

Section 2

Authorized Position Count	FY09	FY10	Change
Full-Time	3	3	0
Sworn	0	0	0
Civilian	0	0	0
Total	3	3	0

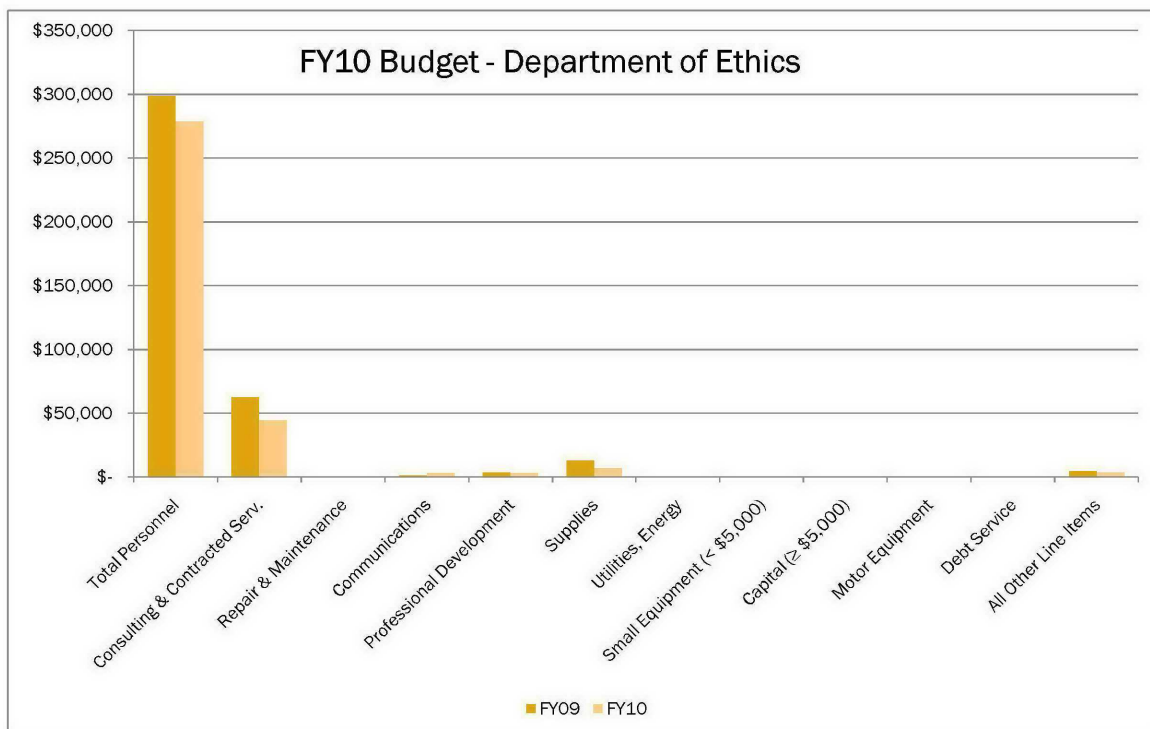
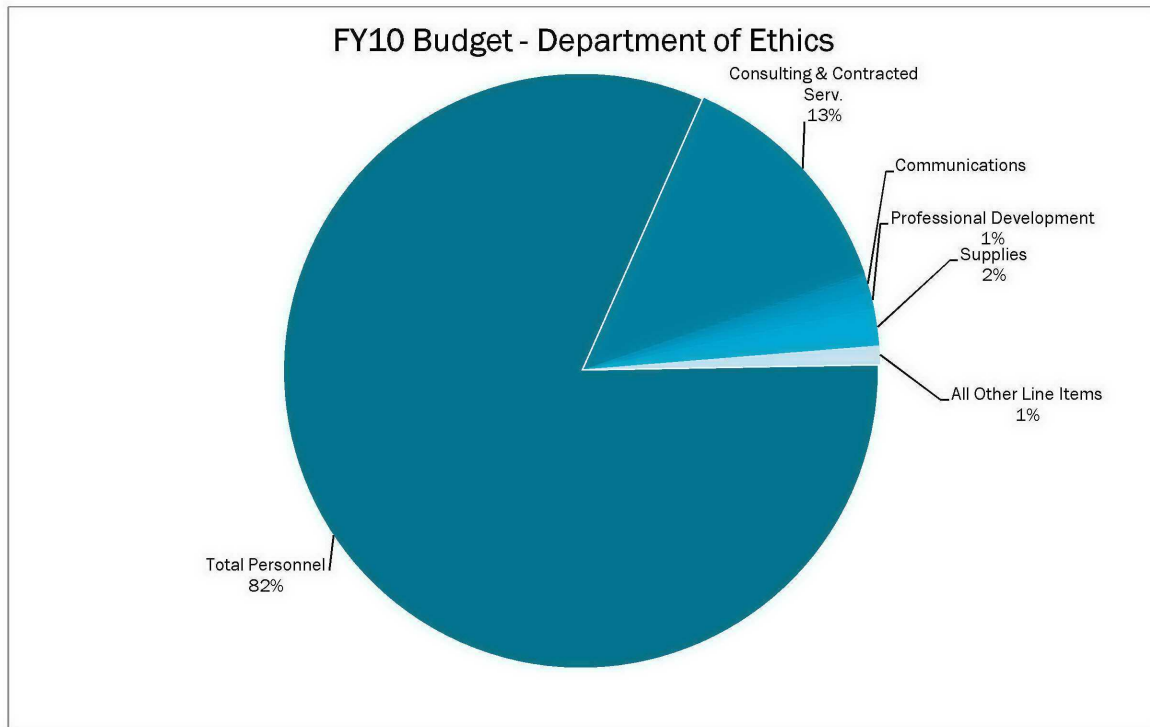
Section 2.a

Personnel Cost Highlights	Variance (FY09 to FY10)	Explanation
Salary - Full Time	\$ 406	Change due to normal operation variances
Salary Part-Time	\$ -	
Overtime	\$ -	
Health Benefits	\$ 1,352	Change due to normal operation variances
Pension	\$ (21,686)	Decrease due to reduction in pension rate
Other Personnel	\$ -	
Total Personnel	\$ (19,928)	

Section 2.b

Operating Cost Highlights	Variance (FY09 to FY10)	Explanation
Consulting & Contracted Serv.	\$ (18,200)	Decrease due to reduction of Integrity Line costs & reduced online training
Repair & Maintenance	\$ -	
Communications	\$ 1,960	Increase due to printing being outsourced
Professional Development	\$ (400)	Change due to normal operation variances
Supplies	\$ (6,159)	Decrease due to sharing office space and supplies with the Audit Department
Utilities, Energy	\$ -	
Small Equipment (< \$5,000)	\$ -	
Capital (≥ \$5,000)	\$ -	
Motor Equipment	\$ -	
Debt Service	\$ -	
All Other Line Items	\$ (1,325)	Change due to normal operations variances
Total Operating	\$ (24,124)	

4.27.09



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FY10 BUDGET SUMMARY BY DEPARTMENTAL OFFICE

FUND	1001		
DEPARTMENT	DEPARTMENT OF ETHICS		
		OFFICE NAME	
ACCOUNT GROUP	ACCOUNT NAME	Office of Ethics	Grand Total
Personnel	5111001 SALARIES, REGULAR	240,318	240,318
	5121001 GP LIFE INS CONT-EMP	144	144
	5121003 GP HEALTH INS CONT-EMP	20,328	20,328
	5123001 MEDICARE CONTRIBUTION	3,485	3,485
	5124102 DEFINED CONTRIBUTION	14,419	14,419
Personnel Total		278,694	278,694
Purchased Services	5212001 CONSULTING / PROFESSIONAL SERVICES	44,500	44,500
	5212004 INVESTIGATION EXP	250	250
	5222002 REPAIR & MAINTENANCE-EQUIPMENT	500	500
	5232002 POSTAGE EXPENSE	1,000	1,000
	5234001 PRINTING AND BINDING	2,160	2,160
	5235002 AUTO ALLOWANCE	100	100
	5235003 TRAINING TRAVEL / PER DIEM	1,650	1,650
	5236001 MEMBERSHIPS	1,175	1,175
	5237002 TRAINING / REGISTRATION	1,310	1,310
Purchased Services Total		52,645	52,645
Supplies	5311001 SUPPLIES, CONSUMABLE	2,500	2,500
	5311002 SUPPLIES, NON-CONSUMABLE	1,100	1,100
	5317005 MEDIA, PUBLISHED/ELECTRONIC	3,210	3,210
Supplies Total		6,810	6,810
Other Costs	5790003 CONTINGENCY FD-COMMISSIONER	2,000	2,000
Other Costs Total		2,000	2,000
Grand Total		340,149	340,149

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